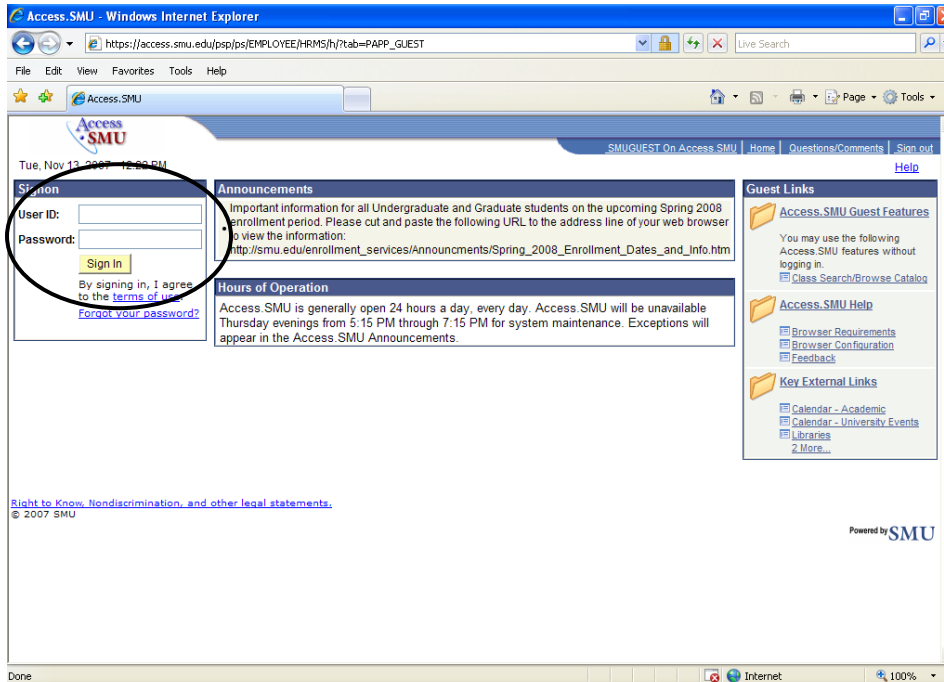
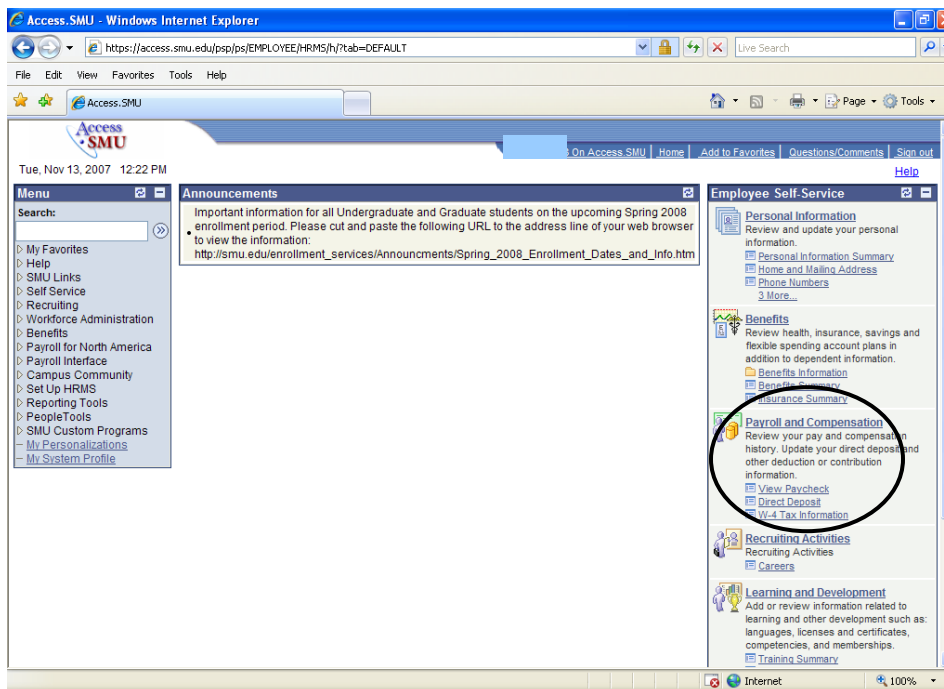


VIEW YOUR SMU PAYCHECK ONLINE!

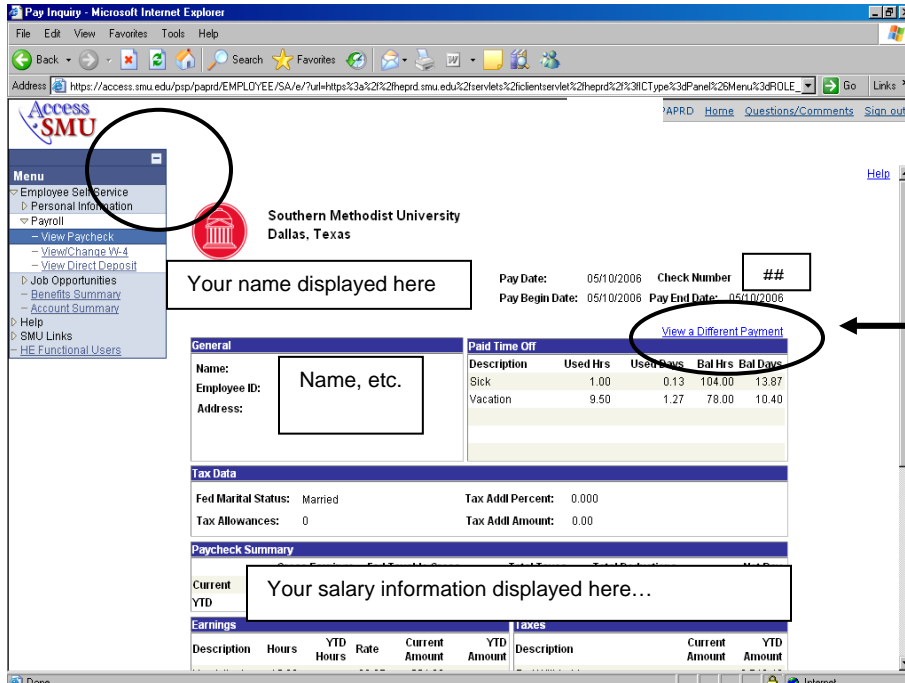
To view your paycheck information online, log onto access.smu.edu. Type your User ID (your SMU ID#) and Password, then click **Sign In**.



In the **Employee Self Service** section, click **View Paycheck** under **Payroll and Compensation** (located on the right-hand side of the screen). Your most recent paycheck will be displayed.



Your paycheck may be easier to read if you collapse the left-hand navigation box by clicking the dash (–) to the right of the word “Menu.”



To look at an earlier paycheck, click on **View a Different Payment** and then click on the Pay Period End Date of the payment you want to view from the list. Information is available from January 1, 2005 through the most current pay advice.

If you need a printed copy of your paycheck, you may use the print option on your browser or go to **File → Print** in the upper left-hand corner of the computer screen.

Note: The delivered print format works with standard Internet Explorer (IE) and Netscape settings. You may need to modify your browser settings to get your printout aligned properly on the page.

★ **To ensure all of the data prints as displayed, adjust the margins on your browser to 0.25" on the left and right side.** [File → Page Setup → Margins]

Assistance: For printing issues, contact the ITS Help Desk at 8-5357
For navigating to your online pay information, please call the Payroll Help Desk at 8-2073, or email “Payroll”

REMEMBER: All of the information that was provided on your paper pay advice is available online. Please note that the online information will be made available as soon as the payroll is confirmed. However, ***even if the paycheck is displayed before payday, the pay date has not changed*** nor will the funds arrive any earlier to your financial institution. The funds will continue to be available on payday.